

FIRE BATTALION CHIEF

DISTINGUISHING FEATURES

The fundamental reason the Fire Battalion Chief exists is to provide administrative oversight, supervision and leadership to Fire Department personnel. The work is performed under the direct supervision of the Deputy Fire Chief, but considerable latitude is granted for the exercise of independent judgment and initiative. An employee in this class may supervise and serve as shift commander in directing the response and activities of multiple fire companies. A Battalion Chief commands and directs emergency scenes, assists in determining long-range goals and objectives, assists in preparing and monitoring a budget, and conducts special studies relating to the operation and evaluation of program areas.

A Battalion Chief may also be assigned a day shift with responsibility for an administrative or training function. This position may perform the duties of other employees in the Scottsdale Fire Department, as needed. The principal duties of this class are performed in a work environment in which the employee is subject to potential personal danger.

ESSENTIAL FUNCTIONS

Responds to emergency incidents; coordinates manpower and technical resources to provide 24-hour fire suppression and emergency medical services making life and safety decisions; takes command in emergencies, analyzing situations and deploying personnel and equipment as necessary; evaluates results obtained by subordinate officers when they have been first on the scene; orders additional units to the scene when necessary and returns units to service as the situation is controlled.

Supervises, directs, leads, and evaluates staff on assigned shift, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; confirms that daily staffing needs are met; coordinates daily events for crews; coordinates and schedules special events as assigned; provides a consistent and comprehensive flow of information to staff.

Coordinates and monitors schedules of personnel based on rank, specialties and skills to maintain 24-hour operational readiness.

Participates in establishing department goals, objectives, policies and procedures; develops action plan necessary to complete work assignments; plans, prepares, and administers the annual budget for assigned programs/divisions.

Coordinates and monitors emergency medical services activities of staff providing these services; monitors all related contracts; provides liaison activities to outside medical providers; monitors paramedic and EMP training and continuing education; monitors staff exposures; maintains all state and federal certification and compliance records related to emergency medical services.

Coordinates with other cities and agencies to assure uniformity and efficiency during significant mutual aid emergencies and operations.

Prepares and presents oral and written reports and recommendations regarding the operations of the fire service and safety of life and property.

Develops, manages, and delivers training programs; evaluates training needs; schedules monthly and quarterly training; attends training; participates in daily physical training.

Serves on various departmental and citywide committees, and performs or oversees special studies, projects and analysis related to fire operations.

Represents the City and Fire Department on regional, state and local committees, meetings and conferences. Makes public appearances and speaks on fire safety and fire awareness.

Operates emergency response vehicles.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities:

Knowledge of:

Fire command and municipal Fire Department administration.
Principles, practices and procedures of modern fire fighting.
Purpose, operation and maintenance of all firefighting vehicles, equipment and apparatus.
Effective management, supervisory, and employee training techniques.
Department policies, rules, and instructions for firefighting and rescue activities.
Geographical layout of the City of Scottsdale and automatic response areas.
Computerized data entry and retrieval systems.
Budgetary planning, development, and monitoring practices.
Hazardous materials regulations and procedures.
Federal and state regulations and standards for the delivery of Emergency Medical Services.

Ability to:

Plan, assign, coordinate, and manage the activities of a division or functional area.
Supervise, train, and develop employees effectively
Assume command level responsibilities, make life and safety decisions.
Analyze emergency situations quickly and correctly; take effective courses of action.
Act independently and make judgments regarding safety of life issues.
Plan, develop, and/or evaluate instructional curriculums.
Establish and maintain effective working relationships with City staff and the general public.
Perform research, analyze findings, and prepare administrative and technical reports.
Communicate effectively verbally and in writing.
Prepare and present oral and written reports.
Operate a computer, response vehicle, SCBA, radios, telephone, facsimile machine, pager, audio-visual equipment, printer, copier, mechanics' tools, hand tools, thermal imaging camera, forcible entry tools, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.
Maintain regular consistent attendance and punctuality.
Use appropriate Personal Protection Equipment (PPE), including a self-contained breathing apparatus (SCBA) while performing tasks in environments that may be immediately dangerous to life.

Education & Experience:

Must have a minimum of 60 semester hours of formal college that includes any combination of fire fighting, EMS and academic subjects. Six years experience providing emergency fire and medical services and two years experience as a Fire Captain in a fully paid Fire Department. Training and experience equivalent to a Bachelor's Degree from an accredited college or university with major coursework in fire science preferred.

Beginning in July 2007, a Bachelor's Degree in Fire Science, Business Administration or a related field will be required.

Additional Requirements/Certifications

State of Arizona Emergency Medical Technician (EMT) Certification

Special Requirement:

Must possess and maintain a valid Arizona Driver's License with no major driving citations in the last 39 months.

FLSA Status: Exempt

HR Ordinance Status: Unclassified